

MONTANA STATE PRISON
INTERNAL/EXTERNAL POSTING

Job Title: Custodial Supervisor
Position Number: 22042
Classification Code: 382573
Department: Corrections
Division: Montana State Prison
Location: Deer Lodge

Pay Band: 3, \$10.468-\$12.611/hr
Bargaining Unit: MFSPE
Status: Permanent/full-time
Shift: 10 p.m. - 6:00 a.m.
Days Off: to be assigned
Supplement Required: No

To Apply: Submit a **State of Montana Application** form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. Applications will be reviewed weekly. This position will remain **OPEN UNTIL FILLED**. Must attach a Release of Information Form for Department of Corrections.

LAUTENBERG AMENDMENT: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C. , Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

Typical Duties: Communicates with the Maintenance Management Team on maintenance/custodial issues to ensure that the cleanliness and corrective actions are in the best interests of the Institution. Communicates with the Maintenance Management Team as to the priorities assigned to the work orders so that all agreements and compliances are understood. Plans all work assigned to this position. Performs all assigned custodial jobs within the institution, the Ranch, Montana Correctional Enterprises, and Montana State Prison controlled property by communicating with the respective staff, assessing the custodial needs and completing all assigned work in a timely manner. Operates and maintains all necessary equipment using safe operating techniques to ensure that all tasks are completed in a safe and efficient manner. Performs assigned preventative maintenance requirements on equipment, buildings and vehicles. Performs all work in a safe and proper manner following established policies, general safety rules and safe operating procedures. Responsible for the supervision and training of an inmate work force. Selects, evaluates, disciplines when required, an inmate work force to ensure compliance with the policies and procedures as outlined in the manuals held and updated by Montana State Prison. Exposes the selected inmate work force to the custodial/maintenance and repair of systems, components, while creating a positive experience that may lead to employment opportunities upon successful discharge from Montana State Prison. Performs fire fighting responsibilities to suppress and contain any fires which threaten the safety and security of Montana State Prison by practicing good fire fighting techniques. Performs damage control responsibilities as directed by the Maintenance Management Team to assess damages and reporting all damages and suggestive corrective actions to the Maintenance Management Team for appropriate actions. Performs security duties as assigned to maintain an adequate level of security by following and adhering to the policies and procedures of Montana State Prison.

Qualifications: Must have a working knowledge of standards, methods, practices, tools, equipment and materials used for custodial applications. Must be skilled in custodial practices and techniques used for building care. Must have the ability to adapt personal skills to those used within a prison system. Ability to communicate effectively, to develop and maintain effective working relationships. Must possess a valid Montana State Drivers license.

Behavioral competencies required include: **Communication:** Communicates effectively orally and in writing. Proactively informs and resolves problems/issues through effective communication with co-workers and supervisors, limit rumors and create an effective team network. **Supervisory Skill and Leadership:** Provides effective supervision, during the working of an inmate crew. **Decision Making Ability:** Make quick, accurate decisions regarding problems and take a reasonable approach to solve these problems. **Commitment/Responsibility:** Sees what needs to be done and takes initiative to do it. Follows through, is accountable for accuracy of work produced. Acts with initiative and exercises good judgment. Handles multiple jobs and tasks simultaneously without jeopardizing quality.

Education & Experience: The above qualifications are typically acquired through graduation from a high school and 2 years of related experience. Must

be able to obtain a Montana Stationary Engineer's license within one year of hire. Must possess a valid Montana State Drivers license.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a band 3 on the state's broadband pay matrix. The current hourly salary is \$10.468-\$14.754/hr. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees' Retirement System or Game Wardens' & Peace Officers' Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the State of Montana Employment Application; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State of Montana Employment Application.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

A behavior-based interview will be conducted as a part of the screening process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Tuberculosis testing is mandatory. Montana State Prison is a tobacco free institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicants Name: _____
(please type or print)

Other Names Used: _____

Social Security Number: _____

Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____

Date: _____